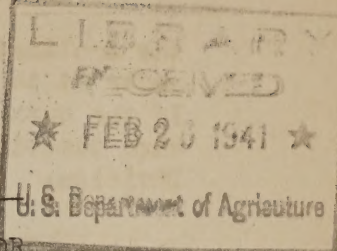


Issued January 29, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISIONINSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR
1941 WHEAT CROP INSURANCE AND RELATED FORMS IN THE
STATES IN THE NORTH CENTRAL REGION.GENERAL

The instructions contained herein shall be followed in the Application for Payment Sections in the States in the North Central Region in connection with the handling of notices of seeding, transfers of interest, transmittal sheets, and other related forms with respect to 1941 wheat crop insurance. For the purpose of maintaining adequate records of the work flowing from one unit to another, Forms RF-3 may be used and a control record may be maintained in accordance with the procedure for handling records of the flow of work under the regular agricultural conservation program.

The county office will prepare Forms FCI-119-W, Notice of Seeding, FCI-121-W, Transfer of Interest, and related forms, and will forward Forms FCI-119-W to the State office listed on FCI-122-W, 1941 Wheat Notices of Seeding, Transmittal Sheet, accompanied by FCI-121-W, if any. These forms will be verified and forwarded by the State office to the branch office of the FCIC.

Forms FCI-121-W may be received together with the FCI-119-W for the applicable application number or may be forwarded to the State office subsequent to the transmittal of FCI-119-W. If received with the FCI-119-W, such forms will be examined together with the FCI-119-W. If the FCI-121-W is received after the FCI-119-W has been forwarded to the FCIC, such form will be examined and checked to the State office copy of FCI-119-W, necessary adjustments made in the Register of Indebtedness and on the State office copy of FCI-122-W, and the original copy of FCI-121-W forwarded to the FCIC. In such instance, the Chief of Party of the General Accounting Preaudit Office will be notified of the adjusted amount of the indebtedness by memorandum.

Members of the State committee and all persons working on forms in connection with crop insurance should become thoroughly familiar with the instructions relating to the 1941 Crop Insurance Program. Deviation from these instructions will not be permitted. Any questions relative to the procedure to be followed should be referred to the person in charge of the unit where the question arises and if such person is unable to answer the question satisfactorily, the case should be referred to the person in charge of the Application for Payment Section. If the person in charge of

the Application for Payment Section cannot answer the question, he will refer it to the State committee, or to the crop insurance supervisor. If the question is not covered by the instructions contained herein, such question shall be referred to the Director of the North Central Division.

Wherever possible, errors made by the county office will be corrected in the State office and the county office will be advised of such corrections. Forms involving errors which cannot be corrected in the State office will be returned to the county office for correction.

As used herein, the following terms shall have the following meanings:

1. Notice of Seeding means Form FCI-119-W which is used for the purpose of indicating the acreage seeded to wheat on the farm and any change from the acreage and practices specified in Form FCI-112-W.
2. Transfer of Interest means the transfer by the insured of all or a part of his interest in the entire insured crop prior to the time of loss, which must be made in accordance with the regulations and on the Form FCI-121-W.
3. Transfer of Acreage means the transfer by the insured of his entire interest in a portion of the acreage covered by the application.
4. Other terms and their meanings are outlined in NCR-State 508(CI), issued July 24, 1940.

PART I - RECORDS UNIT

A. Instructions to Receiving Clerks:

1. When Forms FCI-119-W, FCI-122-W, and related forms and papers are received, stamp the date of receipt on the back of each form and related paper.
 - a. If any Forms FCI-121-W accompany the transmittal, they should be attached to the Form FCI-119-W to which they relate.
2. The transmittal sheets will have been numbered beginning with sheet number "1" for the first sheet in the first transmittal. Determine that the State and county code, the next consecutive transmittal sheet number, and date have been entered in the upper right-hand corner of FCI-122-W.

3. Two clerks working together shall check the application numbers and names of applicants as shown on FCI-119-W against the corresponding data on FCI-122-W.

a. Determine that there are listed on FCI-122-W the application numbers for all Forms FCI-112-W which were listed on FCI-115-W for the county. If all applications are not accounted for on FCI-122-W, request the county office to prepare and submit an FCI-122-W accounting for the balance of the applications for the county, and do not release the transmittal of Forms FCI-119-W to the Branch Office until the balance of the Forms FCI-112-W have been accounted for.

(1) If an FCI-119-W is received with an FCI-167-W prior to the first regular transmittal of Forms FCI-119-W, it will only be necessary that the FCI-122-W include the Form(s) FCI-119-W being submitted with the FCI-167-W. The FCI-122-W should indicate that it is a "preliminary transmittal" and includes only such Forms FCI-119-W necessary to the statement in proof of loss.

b. Enter a check mark to the right of each application number on FCI-122-W for which there is included in the transmittal an FCI-119-W with the same number.

(1) An application number must appear successively as many times as there are persons who are interested in the wheat crop and who executed a Form FCI-112-W. The tenant's application number followed by the letter "T" should have been entered first and the landlord's application number followed by the letter "L" should have been entered on the next succeeding line. If the applicant is an owner-operator, the application number for the farm will be listed only once and will not be followed by a letter.

c. If an FCI-119-W is received, which appears to be complete but for which the data have not been entered in columns (D), (E), (F), (G), (H), (I), and (J), of FCI-122-W, such form shall remain in the transmittal and the entries will be made in the appropriate columns by an examining clerk.

d. If an FCI-119-W is not received for an application number listed in column (A) of FCI-122-W, determine that the reason such form is missing, as "delayed" or some other explanatory note, has been entered in lieu of the information in columns "(D)" to "(J)", inclusive.

- e. If more than one FCI-119-W is received for the same application number and the designation "L" or "T" is the same on each, determine that there is attached thereto a Form FCI-121-W. In such case the name of the insured on one of the Forms FCI-119-W should be followed by the word "transferor" and the name of the insured on the other Form FCI-119-W should be followed by the word "transferee." These words should also have been entered following the names of the original applicant and the transferee on FCI-122-W.
 - f. If two names appear on FCI-122-W, one indicated as transferor and the other as transferee, and there is no Form FCI-121-W attached to the FCI-119-W, both names shall have been entered on FCI-119-W.
 - g. If the State and county code has not been entered on FCI-119-W, make such entry. If the correct serial number cannot be ascertained, prepare and attach RF-4.
4. Upon receipt of supplemental transmittals, determine that the first sheet of each supplemental transmittal bears the next consecutive transmittal sheet number following that of the last sheet of the previous transmittal of FCI-119-W and that the supplemental Forms FCI-122-W are numbered consecutively. Each transmittal sheet number in any transmittal subsequent to the transmittal containing the complete list of all application serial numbers for a county, must be preceded by the word "Supplemental."
- a. Check the supplemental transmittal to determine that each FCI-119-W listed thereon was indicated as "Delayed" or "Suspended in State office," etc., on the original transmittal.
 - b. For each Form FCI-119-W included in the supplemental transmittal, make an appropriate cross-reference opposite the applicable serial number listed on the State office copy of the original transmittal by entering the number of the supplemental transmittal sheet on which the FCI-119-W was actually transmitted to the State office.
 - c. If an FCI-119-W is received on a supplemental transmittal and is suspended, appropriate notation shall be made on the State office copy of FCI-122-W in the original transmittal to indicate such fact. The purpose of checking the forms received on supplemental transmittals against the State office copy of the original FCI-122-W is to prevent duplication and to determine when all Forms FCI-119-W have been received or accounted for.

5. When a Form FCI-122-W is received in the State office indicating that it is the final supplemental transmittal, the State office copy of the original FCI-122-W shall be checked to determine that one or more Forms FCI-119-W have been received for all application numbers listed thereon or that they have been otherwise accounted for.
6. The Forms FCI-119-W shall be matched with the State office copies of the related Forms FCI-112-W. If a revised FCI-112-W has been received and approved by the State office, the revised form should also be attached to the FCI-119-W to which it relates. Likewise, if more than one Form FCI-119-W was prepared for an FCI-112-W because of a transfer of interest, all such Forms FCI-119-W should be attached to the applicable Form FCI-112-W.
7. Separate all forms into lots (each lot containing the forms listed on one sheet of FCI-122-W) and release the lots to the record clerk.
8. If Forms FCI-121-W, Transfer of Interest, are received after the applicable Form FCI-119-W has been forwarded to the branch office of the FCIC, withdraw and attach thereto the State office copies of the applicable Form FCI-112-W, FCI-119-W, and other related forms or memoranda and forward to the Examination Unit.
9. If revised Forms FCI-119-W and/or FCI-122-W are received after the originals of such forms have been forwarded to the branch office of the FCIC, withdraw and attach thereto the State office copies of the originals of such forms and forward to the Examination Unit.

B. Instructions to Record Clerks.

1. After Forms FCI-119-W are received in the State office, the periodic report to the Director of the North Central Division shall include
 - a. The number of Forms FCI-119-W received from the county office.
 - (1) This number will include all forms actually received from the county office whether received in the original or in a supplemental transmittal, minus the number suspended by the State office.
 - b. The number of Forms FCI-119-W suspended by the State office.

- (1) If a Form FCI-119-W is suspended twice it should be counted as two suspensions.
- c. The number of Forms FCI-119-W forwarded to the branch office of the FCIC.
 - (1) The number will be the number actually forwarded to the branch office of the FCIC minus the number suspended by the branch office.
- d. The number of forms suspended by the branch office.
2. Upon receipt of the State office copy of Forms FCI-122-W, together with the State office copies of approved Forms FCI-119-W from the Computation Unit, the originals of which are being forwarded to the branch office of the FCIC, prepare RF-12 in duplicate for each applicant listed in column (C) of the FCI-122-W for whom the entries in column (G) thereof indicate that all or a part of the premium payment was made by an advance from the Secretary.
 - a. If the amount of the advance has been entered in column (G) opposite the names of both the transferor and transferee, and the amount opposite the name of the transferee has been circled, prepare an RF-12 for each person for the entire amount of the advance and cross-reference both cards so that a set-off from payments to either person will liquidate the indebtedness to both persons in a like amount. The RF-12 should indicate whether the party is the "transferor" or "transferee."

If an application for payment under any farm program is received in connection with which the transferor will receive a payment, the entire amount of the advance shall be set off against the payment to the transferor. If an application for payment under any farm program is received from the transferee, the State office shall ascertain whether the transferor will earn a sufficient payment to liquidate the entire amount of the advance. If a sufficient payment is earned by the transferor, the transferee's payment will not be liable to a set-off for the crop insurance premium advance. If the transferor will not earn a payment sufficient to liquidate the entire advance, the State office shall determine the proportionate share of the advance chargeable against the transferee by reason of the transfer and shall set off such amount against the transferee's payment.

3. Upon receipt of Forms FCI-121-W from the Examination Unit which are received after the applicable FCI-119-W has been forwarded to the branch office of the FCIC:

- a. If the premium was paid by an advance, withdraw from the RE-12 file the RE-12 for the person or persons for whom such cards were prepared from the original FCI-122-W. Prepare a new card for the transferee and, if necessary, adjust the amount of the advance on the original card prepared for the transferor as indicated in the copy of the memorandum to the General Accounting Preaudit Office.
- b. After necessary adjustments are made in the Register of Indebtedness, or if the State office copy of the FCI-119-W indicates that no part of the premium payment was made by an advance from the Secretary and there is no copy of a memorandum to the General Accounting Preaudit Office attached, release the Forms FCI-121-W (including the State office copy of the original FCI-119-W) to the file clerk.

C. Instructions to File Clerks.

1. Upon completion of the examination and computation work in connection with the original or supplemental transmittals of FCI-119-W and related forms, enter on the last sheet of FCI-122-W in the transmittal the words, "This transmittal includes sheet numbers _____ to _____, inclusive," and enter the numbers of the first and last sheets of FCI-122-W in the transmittal. Obtain the signature of a member of the State committee or of a duly authorized representative of the State committee, on the original of the last sheet of Form FCI-122-W in the transmittal.
2. Distribute all forms as follows:
 - a. Forward to the Clearance Unit all Forms RE-5 attached to Forms FCI-119-W and any Forms FCI-119-W which have been suspended.
 - b. Forward to the branch office of the FCIC:
 - (1) FCI-119-W (original-white)
 - (2) FCI-121-W (original-white)
 - (3) FCI-122-W (original-white and one copy-yellow)
 - c. Forward to the county office:
 - (1) FCI-119-W (copy-yellow to be forwarded to the applicant)

- (2) Duplicate copy of any RF-12 which was prepared in the State office because of premium payment by an advance from the Secretary.

d. File in the State office:

- (1) FCI-119-W (copy-green)
- (2) FCI-121-W (copy-green)
- (3) FCI-122-W (copy-green)

e. Forward to the General Accounting Preaudit Office.

- (1) FCI-122-W (copy-white)

3. If Forms FCI-121-W are received after the applicable Forms FCI-119-W have been forwarded to the FCIC, forward the original (white) to the FCIC and file the green copy with the copy of the appropriate FCI-119-W in the State office file.

a. If an adjustment in the Register of Indebtedness was necessary because of a transfer of interest, forward to the Chief of Party of the General Accounting Preaudit Office the memorandum of explanation and file the copy of such memorandum with the State office copy of the FCI-122-W on which the FCI-119-W for the transferor was transmitted to the State office.

4. Distribution of original and copies of revised Forms FCI-119-W and FCI-122-W shall be made in the same manner as for the initial transmittals and the State office copies of such revised forms shall be filed in the State office together with those originally received.

PART II - EXAMINATION UNIT

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, review clerks, and file clerks.

When an entry on Form FCI-119-W, other than an entry in columns (A) and (B) of Part II, or an entry on FCI-122-W is found to be incorrect, correct such entry by drawing a light line through the incorrect entry and enter the correct entry in the nearest available space. All corrections shall be initialed by the clerk making such corrections. If for any reason an FCI-119-W must be suspended, prepare and attach an RF-4 to such form. In all cases where reference is made to FCI-112-W, FCI-119-W, or FCI-122-W, and revised forms have been received in the State office, the reference shall be deemed to be applicable to the revised forms.

I. Notice of Seeding, FCI-119-W.

A. Make the following determinations with respect to Part I of Form FCI-119-W.

1. Verify the State and county code and application number and determine that they agree with those shown on Form FCI-112-W.
2. Determine that the ACP farm serial number has been entered.
3. Determine that the name and address of the insured have been entered in the spaces provided therefor.
 - a. The name of the insured should agree with the name of the applicant appearing in paragraph 1 of Form FCI-112-W except
 - (1) Where a completely executed Form FCI-121-W is attached indicating the transfer of the entire interest in the crop, in which case the name of the insured should be the name of the transferee as entered in Part I of Form FCI-121-W.
 - (2) Where a completely executed Form FCI-121-W indicates the transfer of a portion of the interest in the entire crop in which case two Forms FCI-119-W will have been prepared, one in the name of the transferor and the other in the name of the transferee, each indicating in column (F) their respective interest in the wheat crop.
 - (3) Where a transfer of acreage has taken place after the time of seeding, in which case the names of both the transferor and transferee should have been entered on FCI-119-W with the word "Transferor" or "Transferee" opposite each name to properly identify the party.
4. Determine that the 1941 wheat acreage allotment, or the 1941 permitted acreage for the farm have been entered in the spaces provided therefor.
 - a. Where the wheat acreage allotment has been revised after execution of Form FCI-112-W, Form FCI-119-W should have been prepared in accordance with case 8 of Section XVI of Form FCI-111-W.

B. Make the following determinations with respect to Part II of Form FCI-119-W.

1. Determine that practices listed in column (A) of FCI-119-W are practices which were listed in column A of paragraph 4 of FCI-112-W.
 - a. If there are any special practices entered in column (A) of Part II which were not indicated in column A of paragraph 4 of FCI-112-W, determine that the yield and premium rate per acre have been approved on the special practice listing sheets for such county. If the special practice indicated on FCI-119-W is a practice which was not approved for the farm on the listing sheet, refer the case to the State committee.
2. Determine that there is an entry in column (B).
 - a. Where special practices are indicated in column (A), determine that there is an entry in column (B) opposite each special practice entered in column (A).
3. Determine that the entry in column (C) is the same as the entry in column (B) for each practice shown, unless the total of the entries in column (B) is greater than the wheat acreage allotment, permitted acreage, or the acreage used for the computation of premium as shown in column A of paragraph 16, of Form FCI-112-W, in which event the total of the entries in column (C) should be the acreage allotment, permitted acreage, or the acreage used for the computation of premium as shown in column A of paragraph 16, of FCI-112-W, whichever is the smaller. (An exception will be those cases where the acreage used for the computation of premium was determined in accordance with Section XVI of FCI-111-W, in which case there will be where required a memorandum attached explaining the reason therefor.)
4. Determine that entries in column (D) agree with entries in column B of paragraph 4 of FCI-112-W, or that a notation has been entered on the FCI-119-W indicating that an appeal has been approved. In such case, determine that the approved yield agrees with the approved listing sheet.
5. Determine that the entry in column (E) agrees with the entry in column C of paragraph 4 of FCI-112-W.
6. Determine that the entry in column (F) does not exceed the entry in column D of paragraph 4 of FCI-112-W. If the insured had no interest in the wheat crop at the beginning of the seeding of such crop, the following statement should

have been entered in Part II of FCI-119-W:

"The insured named above in Part I, had no interest in the wheat crop seeded on the farm covered by the above identified insurance contract at the time of the beginning of the seeding of such wheat crop."

If FCI-121-W was not executed before seeding where the transfer of interest was actually made prior to seeding, the insurance contract will be effective only with respect to the transferor's interest at the time of the beginning of the seeding of the wheat crop.

7. Determine that the entry in column (H) is the same for each practice as the corresponding entry in column E of paragraph 4, of FCI-112-W, unless the premium rate has been appealed, in which case if the appeal has been approved there will be a notation indicating that an appealed premium rate has been approved.
- C. Determine that a member of the county committee has signed in Part III, and that the date of his signature has been entered in the space provided therefor.
- D. Make the following determinations with respect to Part IV of FCI-119-W.
 1. Determine that the entry in item a is the total of the entries in column (I) of Part II.
 2. If there is an entry in column C of paragraph 16, of FCI-112-W, determine that the 1940 application number has been entered in the space provided therefor in item b, and that the number of bushels entered in item b agrees with the entry in column C of paragraph 16 of FCI-112-W. The 1940 application number shall be checked to column A of the State office copy of FCI-114-W for the county.
 3. If the entire premium was paid by the application of a 1940 deposit and an entry has been made in item d, determine that there is attached to the FCI-112-W, a memorandum indicating that the redeposit for future premium was requested by the applicant at the time the FCI-112-W was signed. Determine that such entry does not exceed the entry in item a.
 4. Determine that a check mark has been entered in one of the blocks indicating whether the premium payment was made by ACP advance, cash, warehouse receipt, or partly by an ACP advance and partly by cash or warehouse receipt.
 5. If the farm or tract covered by Form FCI-119-W was combined with another farm(s) or tract(s) under one operation under the agricultural conservation program, as indicated by the

ACP farm serial number in the heading of the FCI-119-W, determine that a check mark has been entered in the block provided therefor.

II. 1941 Wheat Notices of Seeding Transmittal Sheet, Form FCI-122-W.

If there is included in the transmittal a Form FCI-119-W which is acceptable but the data for such form have not been entered on Form FCI-122-W in columns (D) to (J), inclusive, the appropriate entries shall be transferred from the FCI-119-W to the FCI-122-W.

A. Make the following determinations with respect to the entries on FCI-122-W.

1. Determine that the ACP farm serial number has been entered in column (B).
2. Determine that the name of the insured has been entered in column (C) as shown in Part I of Form FCI-119-W.
 - a. In every case where there has been a transfer of all or a portion of the interest in the insured crop, or a transfer of the entire interest in a portion of the wheat crop (transfer of acreage), the names entered in column (C) should be followed by the words "Transferor" or "Transferee", as the case may be.
3. The entries in columns (D), (E), (F), (G), (H), and (I) shall be verified as follows:
 - a. Where there is a transfer of interest and Form FCI-121-W has been signed by both the transferor and transferee,
 - (1) In case of a transfer of the entire interest, the data should have been entered opposite the name of the transferee. No entries should appear in these columns opposite the name of the transferor.
 - (2) In case of the transfer of a portion of the entire interest, the data as shown on the respective Forms FCI-119-W executed for the transferor and transferee should appear opposite the respective names.
 - b. Where there has been a transfer of interest and Form FCI-121-W has not been signed by both the transferor and transferee,
 - (1) In case of a transfer of the entire interest, the data should have been entered opposite the name of the transferor, including the full amount of

the ACP advance, if any, in column (G). The full amount of the ACP advance should also appear in column (G) opposite the name of the transferee. The amount entered opposite the name of the transferee should be circled. No other entries need appear opposite the name of the transferee.

(2) In case of the transfer of a portion of the entire interest, the data should have been entered opposite the name of the transferor, including the full amount of the ACP advance, if any, in column (G). In such cases, enter on all copies of FCI-122-W in column (G), opposite the name of the transferee, the entire amount of the ACP advance, if any, and circle such entry. No other entries should have been entered opposite the name of the transferee.

c. If a transferor and a transferee are indicated on FCI-119-W and in column (C) of FCI-122-W, and there is no FCI-121-W attached, it may be presumed that there was a transfer of acreage after seeding, in which case the data will have been entered opposite the name of the transferor on the FCI-122-W. In such cases, enter in column (G), opposite the name of the transferee, the entire amount of the ACP advance, if any, and circle such entry.

d. In the following instances no entries will have been made in columns (D) to (I), inclusive, except the notations indicated, although Form FCI-119-W should have been included in the transmittal:

(1) Where the applicant had no interest in the wheat crop seeded on the farm covered by the insurance contract at the time of the beginning of the seeding, the notation "No interest in the Wheat Crop" will have been entered.

(2) Where no wheat was seeded for harvest as grain on the farm covered by the insurance contract, the notation "No Wheat Seeded" will have been entered.

e. Determine that the entry in column (D) is the same as the total of the entries in column (G) of Part II of FCI-119-W.

f. Determine that the entry in column (E) is the same as the total of the entries in column (I) of Part II of FCI-119-W.

g. Determine that the entry in column (F) is the same as the entry in item b of Part IV of FCI-119-W.

- h. Where the box in Part IV of FCI-119-W indicates that the premium payment was made only by an ACP advance, determine that the entry in column (G) is equal to the entry in item f of Part IV of FCI-119-W.
- i. If a check mark has been entered in the box in Part IV, of FCI-119-W, indicating that the premium payment was made by "Cash," the entry in column (H) should agree with the entry in item f of Part IV of FCI-119-W, except,
- (1) Where the cash payment was less than the amount of the premium due as shown in Part IV, item f of FCI-119-W, the amount entered in column (H) will be the amount of cash received as indicated on the State office copy of FCI-113-W. In this case the entry in column (G) of Part II of FCI-119-W will have been adjusted to show the decreased total insured production and a notation should have been entered on FCI-119-W indicating the reason for the adjustment.
 - (2) Where there has been a cash deposit for future premiums the entry in column (H) should be the sum of the entries in items f and g of Part IV of FCI-119-W.
- j. If a check mark has been entered in the box in Part IV of FCI-119-W indicating that the premium payment was made by a "Warehouse Receipt," the entry in column (H) should agree with the sum of the entries in items f and g of Part IV of FCI-119-W. This entry should also agree with the amount shown as having been received from the sale of the warehouse receipt as shown on the State office copy of FCI-117-W.
- k. If a check mark has been entered in the box entitled "ACP advance and cash or warehouse receipt," determine that entries have been made in both column (G) and column (H) of FCI-122-W.
- (1) The entry in column (H) will be the amount of cash received as shown on the State office copy of FCI-113-W or the amount received from the sale of the warehouse receipt as shown on the State office copy of FCI-117-W.
 - (2) The entry in column (G) will be the difference between the entry in column (H) and the entry in item f of Part IV of FCI-119-W.

Only in this case will entries have been properly made in both columns (G) and (H) of FCI-122-W.

1. Determine that the entry in column (I) is the same as the entry in item d of Part IV of FCI-119-W.
4. Determine that the entry in column (J) is the same as the entry in column (C) of Part II of FCI-119-W.
 - a. Where there is an application from both the landlord and the tenant, the insured acreage for the farm shall have been entered only opposite the "T" application and the space opposite the "L" application shall have been left blank. Where Form FCI-121-W has been executed and the names of the transferor and the transferee are listed separately (where two Forms FCI-119-W have been prepared or where both names appear on one FCI-119-W) the total insured acreage for the farm covered by the original application will appear opposite the name of the transferor only.
5. Determine that a member of the county committee has signed in the space provided for his signature.
- B. If it is necessary to suspend a Form FCI-119-W, delete the data for columns (D) to (J), inclusive, of FCI-122-W, and enter the words "Suspended in State office."
- C. Supplemental transmittals of Forms FCI-119-W which were marked "Delayed" on the original transmittal or which were suspended in the State office shall be examined in the same manner as original transmittals.
- D. The final transmittal shall include all Forms FCI-119-W which have not been completely executed, and the information listed on Form FCI-122-W shall be obtained from the FCI-112-W. This transmittal shall also bear the notation "Final Supplemental" immediately preceding the transmittal sheet number.
 1. Whenever it appears that the work in the county office in connection with Forms FCI-119-W has progressed to a point where the county office will be unable to complete the balance of the Forms FCI-119-W which are to be submitted, the State committee will notify the county office to prepare a final transmittal including thereon all incomplete Forms FCI-119-W, attaching thereto a memorandum, or indicating in the proper space the reason the FCI-119-W cannot be completed, and transmit such forms to the State office. The data for FCI-122-W in such instances shall be obtained from the data on FCI-112-W and the transmittal indicated as "final supplemental transmittal."

- E. Upon receipt of Forms FCI-119-W and FCI-122-W from the county office indicating that such forms are "Revised," examination of such forms shall be made in accordance with this procedure.

III. Transfer of Interest - Form FCI-121-W.

A. Make the following determination with respect to Form FCI-121-W;

1. Determine that the State and county code and application number agrees with that shown on the FCI-119-W to which the transfer of interest form relates.
2. Determine that the name and address of the transferee, the percent of the interest transferred, and the respective interests in the wheat crop after transfer have been entered in the spaces provided therefor in Part I.
3. If the signatures of both the transferor and transferee have been affixed in the spaces provided therefor, determine that the signatures have been witnessed and that a date has been entered in the space provided therefor.
4. Determine that the form has been approved by the county committee as evidenced by the signature of a member of the county committee in the space provided in the lower left-hand corner of the form.
5. If the Form FCI-121-W is received after the applicable Forms FCI-119-W and FCI-122-W have been transmitted to the branch office and the State office copy of the applicable Form FCI-119-W indicates that the premium payment was made in whole or in part by means of an advance and such advance has not been previously liquidated, prepare a memorandum, in duplicate, for the signature of a member or representative of the State committee, preferably the person who certified the FCI-122-W on which the FCI-119-W was transmitted to the branch office, addressed to the Chief of Party of the General Accounting Preaudit Office, setting forth therein the number of the crop insurance application, the name of the transferor and the name of the transferee, and the amount of the advance chargeable to each. Attach such memorandum to the FCI-119-W when such form is returned to the Records Unit. Make a notation on the State office copy of the FCI-119-W, in Part I, indicating the name of the transferee and the interest of each party in the wheat crop after transfer.
6. Upon completion of the work in connection with the examination of Forms FCI-119-W, FCI-121-W, and FCI-122-W, sign and enter the date in Section III of RF-10 and release the lot to the person designated to release transmittals.

IV. Instructions for the Release of Transmittals, Forms FCI-119-W.

Release all Forms FCI-119-W, FCI-122-W, and related forms in the transmittal to the Computation Unit.

PART III - COMPUTATION UNIT

Before verifying any computations on Forms FCI-119-W for the State, prepare a list in serial number order of all price cards issued for the State for use in connection with applications for 1941 crop insurance, indicating with respect to each the basic market price as shown on each card. In addition, obtain the price differentials established for each county in the State.

The computing clerks in the Computation Unit will check the computations on Form FCI-119-W and verify the totals on FCI-122-W. Whenever a memorandum attached to FCI-119-W includes a computation table setting forth the manner in which the entries for FCI-119-W were obtained, the computations on such memorandum shall be verified.

Whenever an error is found in the computation of FCI-119-W and such correction affects the comparable entry on FCI-122-W, make such correction on the FCI-119-W and FCI-122-W by drawing a light line through the original entry and entering the correct entry in the nearest available space. The entry shall be initialed by the clerk making such correction, being certain that the correction has been made on all copies of such forms.

I. Notice of Seeding, FCI-119-W.

A. Make the following verifications with respect to Part II of FCI-119-W.

1. Verify the entry on each line in column (G) of Part II.

a. In verifying this computation, multiply the entry in column (C) by the entry in column (D) and round to whole bushels; multiply the result by the entry in column (E) and round to whole bushels; multiply the result by the entry in column (F) and round to whole bushels.

2. Verify the entry on each line in column (I).

a. In verifying this computation multiply the entry in column (C) by the entry in column (H) and round to whole bushels and multiply the result by the entry in column (F) and round to whole bushels.

3. If entries have been made on more than one line in Part II, in columns (B), (C), (G), and (I), verify the totals of each column.

a. If the premium rate per acre for any practice as shown in column (H) is less than the minimum, compute the

total premium on the basis of the minimum rate for the total of column (C). The minimum is 0.5 bushel for 75 percent coverage and 0.3 bushel for 50 percent coverage.

- (1) If the total premium computed on the basis of the minimum rates is larger than the verified total of column (I), the total of column (I) computed on the basis of the special practice premium rate(s) shall have been deleted by drawing a light line through the entry and the premium computed on the basis of the minimum rate shall have been entered in the nearest available space.

B. Make the following verifications with respect to Part IV.

1. Verify the entry in item c by subtracting from the entry in item a the entry in item b.
 - a. If the entry in item b is equal to or larger than the entry in item a, the word "None" should have been entered in item c.
2. Verify the entry in item e as follows:
 - a. Determine from the prepared list of price cards the basic market price for the price card, the serial number of which is entered in paragraph 16 of the State office copy of FCI-112-W.
 - b. From this price deduct the price differential for the county. The result should agree with the entry in item e of Part IV of FCI-119-W.
3. Verify the entry in item f by multiplying the entry in item c by the entry in item e.
 - a. Determine that the entry in item f is either the amount received from the sale of warehouse receipts as shown on the State office copy of FCI-117-W or is the amount obtained by multiplying the entry in item c by the entry in item e.
4. Verify the entry in item g by multiplying the entry in item d by the entry in item e.

II. 1941 Wheat Notices of Seeding Transmittal Sheet, FCI-122-W.

- A. Verify the totals of columns (D), (E), (F), (G), (H), (I), and (J), for each sheet of FCI-122-W after necessary corrections are made in the individual entries in such columns to agree with those on FCI-119-W. These totals shall not be carried forward to the next succeeding FCI-122-W.

1. Circled entries appearing in column (G) of FCI-122-W shall not be included in the total of column (G).
2. Upon completion of the work in connection with the verification of the computations on FCI-119-W and FCI-122-W, sign and enter the date in Section III of RF-10 and release the lots to the person designated to release transmittals.

III. Instructions for the Release of Transmittals, Forms FCI-119-W.

- A. Release all Forms FCI-119-W in the transmittal together with FCI-122-W, and related forms to the Records Unit.

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